



**MANITOBA METIS FEDERATION INC.**

**DIRECTOR OF EARLY LEARNING AND CHILD CARE**

**August 15, 2019**

**Posting #19-005-00**

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one (1) full-time Director of Early Learning and Child Care position within our Early Learning and Child Care Department located at 150 Henry Ave in Winnipeg, MB. Reporting to the Executive Director, the Director will create, plan, direct, coordinate and oversee the Early Learning and Child Care Department to ensure that established goals and objectives are accomplished in accordance with prescribed priorities, budgetary guidelines, and work plan activities.

**Job Duties/Competencies:**

- Oversee administrative, financial and program management of the Early Learning and Child Care Department;
- Oversee and provide guidance to the Early Learning and Child Care team;
- Create and oversee budgets, reports and ensure program reporting requirements for funding criteria are met;
- Provide recommendations, write reports on departmental activities and results including statistics on services and programs provided, financial status of programs, department goals and objectives;
- Maintain current issues, important priorities and create briefing notes on the departments progress;
- Assist in the formulation of departmental creation, development, implementation and strategic planning of the Early Learning and Child Care Department;
- Perform a range of administrative tasks including researching and writing for the Department;
- Manage the financial and physical resources of the department and coordinate the development of plans to meet the changing needs of the Metis people and communities.

**Skills and Qualifications:**

- Bachelor's degree in Early Childhood Education or related field of study;
- Previous experience in a leadership role with emphasis in current management, communications, marketing and human resources practices;
- Proficient in Microsoft Office: Word, Excel, PowerPoint, Outlook;
- Demonstrated ability to prepare budgets, reports, proposals and read financial statements;
- Demonstrated ability to supervise and lead team;
- Strong organizational, financial, administrative, management, presentation and communication skills;
- Knowledge of local, federal and provincial resources;
- Experience working for a not-for-profit organization is an asset;
- Knowledge of Metis issues and socio-economic conditions affecting Metis people;
- Knowledge of Metis culture and MMF programs and services is a definite asset; and
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

**Preference will be given to qualified Metis applicants. Applicants are encouraged to apply and self-identify on their cover letter/resume. The MMF encourages internal applicants to apply for career opportunities within our Government.**

We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

**Please forward a cover letter, resume and salary expectations by Thursday, August 29, 2019. We thank all who apply; however, only applicants selected for an interview will be contacted.**

MMF Human Resources Department  
300-150 Henry Ave  
Winnipeg, Manitoba R3B 0J7  
Email to: [resumes@mmf.mb.ca](mailto:resumes@mmf.mb.ca)  
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All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).